



THE CANADIAN CENTRE FOR
**GENDER+SEXUAL
DIVERSITY**



LE CENTRE CANADIEN DE LA
**DIVERSITÉ DES GENRES
+ DE LA SEXUALITÉ**

C304-440 rue Albert St, Ottawa, ON K1R 5B5 (territoire Algonquin Territory)
La journée rose (13 avril, 2016) | The Day of Pink (April 13, 2016)
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ONTARIO

It isn't easy to change your name and sex designation on your identification documents (IDs). Each ID has its own rules and forms. This guide will outline the basic steps for you to follow.

Please note while we at the CCGSD recognize that you are Changing Gender Markers on your ID, in Ontario, this is always referred to 'sex designation' in forms and documentation. As such we will use that language to make it easier to go through the process.

In Ontario, it is a separate process to change your name and to change your sex designation. The good news is both can be done at the same time. Documents do not need to be changed in a particular order, but some people prefer to change their birth certificates first as it makes changing the rest of their Ontario Identification Documents easier.

You do not need to have undergone Gender confirming surgery (GCS) or sex reassignment surgery (SRS) to change your sex designation on a birth registration, birth certificate, driver's licence, or OHIP Card. If, however, you have undergone a GCS/SRS, you can present medical documentation instead of a letter from a doctor or a psychologist.

NAME CHANGE ON BIRTH REGISTRATION AND BIRTH CERTIFICATE

APPLICATION FOR ADULTS

You (the applicant) must:

- Be 16 years of age or older
 - **NOTE: if you are 16 or 17 years old,** you must obtain consent from all your parent(s), guardian(s) or anyone who has legal custody of you before you can change your name (**+ fill out Part 3 of the application**).
- Have lived in Ontario for the past 12 months

If you are married or have signed a joint Declaration of Conjugal Relationship document, you also need to give your partner or spouse notice that you are changing your name (**+ fill out Part 2 of the application**)



To apply for a name change you (the applicant) will need to:

- Print and fill out the **Application to Change an Adult’s Name**
- Submit the **completed form, payment (\$ 137)** and all **required documents** either by mail or in person.

By Mail:	In person:
ServiceOntario Office of the Registrar General P.O. Box 3000 189 Red River Rd, Thunder Bay, ON P7B 5W0	ServiceOntario 47 Sheppard Avenue East, Unit 417, 4 th Floor Toronto, ON M2N 5N1

Documents received (once name change is approved):

- **A change of name certificate.**
 - This will show your previous name and new name.
 - This certificate is used to change your name on other personal documents like your health card or driver’s licence.
- **A new birth certificate in your new name.**
 - Every person born in Ontario who changes their name also gets a new **short form** birth certificate.
 - Long form birth certificates require a **Request for Birth Certificate application +** extra fees.

CHANGING SEX DESIGNATION ON A BIRTH CERTIFICATE

Your sex designation can be changed to either an X, an M, or an F. You may also choose to leave the sex designation on your birth certificate blank by checking a box on the **Request for Birth Certificate form**. However, the Government of Ontario does not guarantee the birth certificate will be accepted everywhere if this information is omitted.

You (the applicant) must:

- Be at least 16 years old
- Have been born in Ontario
- Submit the following original documents (no photocopies):

1.	A completed Application for Change of Sex Designation on a Birth Registration
2.	A completed Request for Birth Certificate form
3.	All previously issued birth certificates (short form birth certificate) and certified copies of birth registration (long form birth certificate)
4.	<p>A letter from a practising physician, psychologist, or psychological associate that:</p> <ul style="list-style-type: none"> ○ States they are in good standing with their regulatory body ○ Has their licence number ○ States they have treated or evaluated the applicant using (using the applicant’s full name)



	<ul style="list-style-type: none">○ Confirms the gender identity does not match the sex designation on the applicant's birth registration○ Says they support the applicant changing the sex designation on their birth registration
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- **Application package with completed forms and required documents** must be mailed to:
Office of the Registrar General
P.O. Box 3000
189 Red River Rd
Thunder Bay, Ontario
P7B 5W0

COST:

- **Changing sex designation on birth registration:** \$0 – limited-time fee waiver (until April 2019)*
- **A birth certificate or birth certificate with parental information:** \$25
- **A certified copy of birth registration:** \$35

CHANGING SEX DESIGNATION ON AN ONTARIO DRIVERS' LICENCE & ONTARIO PHOTO CARD

If you are changing your sex designation from M to F or F to M, there are 2 ways to go about it.

The First Way

If you have already changed your birth certificate, **you can present it in person** to a ServiceOntario centre.

The Second Way

You will need 2 letters. The first letter must be written by an Ontario physician or psychologist.

- **This letter must be:**
 - on the doctor's letterhead
 - signed by the doctor **or psychologist**
- **This letter must state:**
 - the doctor or psychologist has examined or treated **you (uses your full name)** and
 - **that they support your request** to change the sex designation **or gender marker on your driver's licence.**

A personal letter, written by you (the applicant), asking to change the sex designation on your licence or photo ID card that includes:

- 1. Your full name
- 2. Your current address
- 3. Your driver's licence number
- 4. The name and address of the doctor or psychologist who provided the first letter.



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If you wishes to change your sex designation to an X on your driver's licence or Ontario Photo Card, you may visit a ServiceOntario centre in person and are not required to bring any supporting documents.

NAME CHANGE ON AN ONTARIO DRIVERS' LICENCE & ONTARIO PHOTO CARD

To change or correct a name on a driver's licence or an Ontario Photo Card, you must bring your **change of name certificate** to a ServiceOntario centre along with your old driver's licence or Ontario Photo Card.

ONTARIO HEALTH INSURANCE PLAN (OHIP) CARD

Changing Sex Designation on an OHIP Card

Since June 13, 2016, sex designation is no longer displayed on Ontario health cards. When you renew your health card, it will not indicate a sex designation. It does not cost anything to get a new health card.

Name Change on OHIP Cards

To change your name on a health card, your must go to a **ServiceOntario centre**.

You will need to bring:

- a completed **Change of Information form** and
- an original copy (**no photocopies**) of **one** of the following documents:
 - **For a first name or middle name change**
 - Canadian birth certificate
 - Canadian change of name certificate
 - Citizenship/immigration status document in the name requested

Note: If **changing a last name**, this process requires other supporting documents.